



## Commercial Lease Commission Disbursement Form

### BROKERS FILES

<b>AGENT NAME</b>			
<b>PROPERTY ADDRESS</b>			
<b>WHO DID YOU REPRESENT</b>	<input type="checkbox"/> LANDLORD	<input type="checkbox"/> TENANT	<input type="checkbox"/> INTERMEDIARY*
<b>TYPE OF SALE</b>	<input type="checkbox"/> BY OWNER	<input type="checkbox"/> CORPORATE	<input type="checkbox"/> PRPM

### BROKER REQUIREMENTS

Broker File form and all contracts, addenda and CDA's are to be copied and turned in to the office. They may be faxed, emailed (CDA@prgtx.net), sent via Dotloop, or hand-delivered in clearly legible copies to the PRG office. No commissions will be paid if your paperwork is not in order. There will be no exceptions to this rule! All checks are written on Fridays!

FORMS OR OTHER REQUIRED INFORMATION	DATE PROVIDED (N/A if Not Applicable)
<input type="checkbox"/> 1. Information About Brokerage Services address above.	
<input type="checkbox"/> 2. Commission Disbursement Form	
<input type="checkbox"/> 3. Signed Listing Agreement, Representation Agreement or other written agreements relied upon to claim compensation	
<input type="checkbox"/> 4. Fully Executed Lease Agreement	
<input type="checkbox"/> 5. Include any additional addenda or forms checked on Page 7 paragraph 19 of the listing agreement.	
<input type="checkbox"/> 6. MLS Printout (if applicable) <input checked="" type="checkbox"/>	
<input type="checkbox"/> 7. Comparative Market Analysis	
<input type="checkbox"/> 8. Additional offers and contracts	
<input type="checkbox"/> 9. Other Agent Brokerage W-9	
<input type="checkbox"/> 10. Does PRG have your W-9? If no, please provide your W-9. <input type="checkbox"/> YES <input type="checkbox"/> NO	
<input type="checkbox"/> 11. Copies of checks to be written.	

Agents if we do not receive the other brokerage's W-9 or we do not have your W-9 on file, we are unable to distribute checks.



### BROKER FILE DOCUMENTS APPROVAL

PRIME REALTY GROUP DOCUMENT REVIEW AND APPROVAL (THIS SECTION FOR PRG ADMINISTRATORS ONLY)

<b>DOCUMENTS APPROVED BY:</b>	<b>DATE APPROVED</b>
<b>CDA APPROVED BY:</b>	<b>DATE APPROVED</b>



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### COMMISSION DISBURSEMENT - PROPERTY INFORMATION

SUBMITTED DATE	CLOSING DATE
AGENT NAME	AGENT EMAIL
PROPERTY ADDRESS	MLS #

ADDITIONAL INFO

WHO DID YOU REPRESENT     LANDLORD     TENANT     INTERMEDIARY\*

TYPE OF SALE     BY OWNER     CORPORATE     PRPM

LANDLORD(S) NAME	PHONE #	TENANT(S) NAME	PHONE #

### COMMISSION DISBURSEMENT BREAKDOWN & FEES

The math deductions shall be done by the Agent prior to faxing/emailing for approval. Brokers Files and applicable documents must accompany CDA. E&O amount is per transaction. No commissions will be paid if your paperwork is not in order. There will be no exceptions to this rule! All checks are written on Fridays!

GROSS COMMISSION	LEASE PRICE \$	AT	%	=	\$
LEASE TERM	<input type="checkbox"/> ONE YEAR	<input type="checkbox"/> TWO YEARS	<input type="checkbox"/> THREE OR MORE YEARS		
PRIME REALTY GROUP E&O FEES	<input type="checkbox"/> \$275.00	<input type="checkbox"/> \$550.00 (INTERMEDIARY*)			
OPERATION CHRISTMAS	<input type="checkbox"/> YES	<input type="checkbox"/> NO	AMOUNT	<input type="checkbox"/> \$5.00	<input type="checkbox"/> \$10.00 <input type="checkbox"/> \$15.00 <input type="checkbox"/> _____

ADDITIONAL INFO

### INSTRUCTIONS TO DISBURSE

**1) PAY TO BROKERAGE** **Prime Realty Group at 1109 Fairmont Parkway, Pasadena, TX 77504**    \$ \_\_\_\_\_  
Send Broker's Package, Money Order/Cashier's Check & Copy of Commission Disbursement with Agent's Name. Personal checks will not be accepted.

**2) PAY TO AGENT** (Agent, Check appropriate box below on how to receive your payment)    \$ \_\_\_\_\_  
 AGENT(s) will pick up their check at the Prime Realty Group office.  
 Mail AGENT's check to: \_\_\_\_\_

**3) PAY TO OTHER BROKERAGE**    N/A if not applicable.    \$ \_\_\_\_\_  
Other Agent Brokerage W-9 must accompany documents for agent's check(s) to be sent. Agent's check will be mailed to their brokerage.

### AUTHORIZED COMMISSION APPROVAL

When approved below, Prime Realty Group authorizes the total commission to be disbursed by Separate Checks and Delivered as indicated. If for any reason the amounts on the checks are different from this letter of authorization, **NEW APPROVAL MUST BE OBTAINED**. Sales Agents are NOT authorized to approve or modify this Commission Disbursement Agreement.

SIGNATURE	DATE
<b>Aaron Styron or Brittney West</b>	